

REDEVELOPMENT SPECIALIST

DEFINITION

To perform moderately difficult professional level assignments in research, design, and implementation of redevelopment activities in the City of Hayward.

DISTINGUISHING CHARACTERISTICS

This is a journey-level class responsible for professional duties related to the City's redevelopment effort. Work involves responsibility for the applications of professional knowledge and skills to effect research, analysis, planning, and implementation of redevelopment activities and requires the frequent use of independent judgement. Specialized knowledge of planning, real estate and redevelopment techniques is required.

SUPERVISION EXERCISED AND RECEIVED

General supervision is provided by a higher level administrator or professional. Assignments may require providing lead, technical, or functional supervision to technical and clerical positions.

Duties may include but are not limited to the following:

1. Designs, implements and monitors the success of redevelopment activities such as property rehabilitation and loan or grant programs.
2. Reviews development proposals submitted by developers or referred by Planning Department and responds to inquiries regarding development requirements.
3. Conducts research, performs analyses and makes recommendations on various redevelopment matters.
4. Provides liaison with special interest organizations or project area committees.
5. Undertake promotional activities in support of the redevelopment area including communications with business and property owners, advertising, installation and maintenance of street decorations, coordination of special events.
6. Prepares written reports, including maps and graphic representations, and makes public presentations.

7. Performs property acquisition, relocation, environmental remediation, property management and building demolition assignments.
8. Prepares and monitors consultant contracts.
9. Provides background information and support for property disposition and development activities.

QUALIFICATIONS

Knowledge of:

- A. California Community Redevelopment Law and redevelopment practices.
- B. Urban planning, urban design, and research concepts and methods.
- C. Real estate development economics, financial analysis and public/private development structures.
- D. Property acquisition and relocation laws and guidelines.

Ability to:

- E. Accurately interpret laws, ordinances, regulations, maps, plans and development documents.
- F. Work on several assignments and adjust priorities as directed.
- G. Communicate clearly and concisely, orally, visually and in writing.
- H. Work effectively within a team environment, and establish and maintain cooperative working relationships.
- I. Perceive responsibilities within the context of citywide goals and objectives and to approach assignments with a customer oriented focus.

Experience and Education

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

One year of recent progressively responsible professional experience in public redevelopment, city planning, economic development, or in private sector development or redevelopment.

Education

Graduation from an accredited college with a Bachelor's Degree in planning, architecture, economics, or public or business administration. A graduate degree in an appropriate field is desirable.

PROBATIONARY PERIOD: One year

649CS99

July 1999

AAP GROUP: 4

FPPC STATUS: Designated

FLSA STATUS: Non-exempt